

# STATE OF HAWAII

## REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

TO: Chief Procurement Officer

FROM: \_\_\_\_\_  
(Department/Division/Agency)

Pursuant to § 103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

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| Description of goods, services, or construction: |
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|                             |       |
|-----------------------------|-------|
| Name of Vendor:<br>Address: | Cost: |
|-----------------------------|-------|

|                   |       |     |  |
|-------------------|-------|-----|--|
| Term of Contract: | From: | To: | Prior Exemption Ref. No. (if applicable) |
|-------------------|-------|-----|--|

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|---|
| Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State: |
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| Details of the process or procedure to be followed in selecting the vendor to ensure maximum fair and open competition as practicable: |
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A description of the agency's internal controls and approval requirements for the exempted procurement:

A list of agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Direct questions to:

Phone Number:

This exemption should be considered for list of exemptions attached to Chapter 3-120, HAR: Yes ☐ No ☐

***I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.***

\_\_\_\_\_  
Department Head or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (If other than Department Head)

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☐ APPROVED

☐ DISAPPROVED

\_\_\_\_\_  
Chief Procurement Officer

\_\_\_\_\_  
Date

cc: Administrator,  
State Procurement Office